

DCI

ADMINISTRATIVE - INTERNAL USE ONLY
Approved For Release 2001/09/05 : CIA-RDP81-00142R000500060012-1
This Notice Expires 1 September 1979

Executive Registry
78-5168/14

STATINTL

11 September 1978

DD/A Registry

78-1378/21

DD/A Registry

File

Pers - 12

STATINTL

Reference: [REDACTED]

1. This notice highlights some of the more significant features of the Uniform Promotion System announced in [REDACTED]. Also provided is specific information on revised Fitness Report schedules and the dates established for promotion of all grades. Change has been directed toward achievement of a primary management goal--increased employee awareness of promotional opportunities. The new system includes the following major innovations:

- a. Agency-wide uniform promotion schedules by grades.
- b. A minimum annual target for promotion of qualified employees for each grade, established by appropriate Career Services or Subgroups and published for the information of all employees.
- c. Specific Career Service criteria for promotion, published by the Career Service or Career Service Subgroup.
- d. An evaluation panel system to be used by all Career Services in determination of eligibility for promotion. { Panel rankings and recommendations can be changed only by the Director.
- e. Certificates of Promotion.

2. On 12 July 1978 the Deputy Director of Central Intelligence approved a revised Fitness Report schedule and a promotion schedule keyed to the Fitness Report dates. The promotion exercises may be annual or semiannual at the option of the Career Services or Career Service Subgroups.

3. There will be no established schedule for promotion to grades GS-06 and below. Employees in these grades will be promoted on the basis of merit, within Career Service criteria for promotion, panel evaluations, headroom, and the availability of properly graded positions.

4. The revised Fitness Report schedules will be operative for all Career Services, except the D Career Service, as of 1 October 1978. The D Service will establish its own Fitness Report schedule to meet the Agency promotion dates. Where the semiannual promotion option is elected, the first exercise in FY 1979 may be effective with either date noted on the schedule. To avoid an undue period without an evaluation of performance for GS-12 and 13 employees, there will be a one-time out-of-phase evaluation for the period ending 31 December 1978.

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24 SEP 1978

PERSONNEL

DEVELOPMENT OF THE UNIFORM PROMOTION SYSTEM

*Jack/Frank
I'd like to see this at 1st
DPT for promotion
during that year*

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EXECUTIVE SECRETARIAT (O/DCI)
 Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI		✓		
2	DDCI		✓		
3	DD/RM				
4	DD/NFA				
5	DD/CT				
6	DD/A	✓			
7	DD/O				
8	DD/S&T				
9	GC				
10	LC				
11	IG				
12	Compl				
13	D/PA				
14	D/EO				
15	D/Pers				
16	AO/DCI				
17	C/IPS				
18					
19					
20					
21					
22					

SUSPENSE DATE:

Remarks:


SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM
UNCLASSIFIED CONFIDENTIAL SECRET
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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	EO/DDA	9/22	<i>J</i>
2			
3			
4	A/DDA	22 SEP 1976	<i>Has [unclear]</i>
5	DDA	25 SEP 1976	<i>[unclear]</i>
6	Director of Personnel		
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE

Remarks:

Fred
Please place me under
you receive this



STATINTL

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

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